

## MCM 2 Plan and Standard Operating Procedure

### Public Participation/Involvement

City of Brainerd  
501 Laurel Street, Brainerd, MN 56401

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**PLAN MANAGER:** City Engineer

**UPDATED:** 04/15/2021

#### I. Introduction

The Brainerd owns and operates an MS4 (Municipal Separate Storm Sewer System). Under the MS4 General Permit (MS4 Permit), the Minnesota Pollution Control Agency requires that the City develop a plan with written procedures for the purpose of gaining public participation and involvement in relationship to its SWPPP. All implementation of elements of this plan needs to be done in coordination with a review of the current MS4 General Permit requirements. Key elements of this documents are provided herein. The City of Brainerd Storm Sewer Pollution Prevention Plan (SWPPP) Minimum Control Measure (MCM) 2 addresses public participation and involvement related to its development and management. The following plan describes a plan for implementation of MCM 2.

The City must conduct an annual assessment of the public participation and involvement plan to evaluate program compliance, the status of achieving their measurable requirements in the MS4 General Permit and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM. The City must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.

#### II. Target Audience

Each target audience plays a different role in the protection, preservation and management of water resources. Thus, presentation of the SWPPP must accommodate the varied knowledge base and access to technology of different target audiences.

- **Local Officials & Decision makers:** Appointed/elected officials such as city councils and planning commissions.
- **Staff:** Planners, engineers and public works staff.
- **The Public:** Residents, businesses, commercial facilities, institutions, and local organizations. Consideration will be given to low-income residents, people of color, and non-native English-speaking residents.

#### III. Provision of the SWPPP to the Public

The City must provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act, Minn. Stat. 13.

#### **IV. Public Involvement Activity**

Each calendar year, the City must provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.).

#### **V. SWPPP Public Comment, City Response and Documentation**

The City must document the following information related to Public Participation and Involvement with the SWPPP:

- Each calendar year, the City must provide a minimum of one (1) opportunity for the public to provide input on the adequacy of the SWPPP. The City may conduct a public meeting(s) to satisfy this requirement, provided appropriate local public notice requirements are followed and the public is given the opportunity to review and comment on the SWPPP.
- The City must consider oral and written input regarding the SWPPP submitted by the public to the City.
- The permittee must document the following information:
  - All relevant written input submitted by persons regarding the SWPPP.
  - All responses from the City to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received.
  - Date(s), location(s), and estimated number of participants at events held for purposes of compliance with the annual SWPPP public review/posting event.
  - Notices provided to the public of any events scheduled to meet item the annual SWPPP public review/posting event, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.).
  - Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of documenting the annual Public Involvement Activity (*see IV* above).

#### **VI. Responding to Public Comments**

The appropriate City staff will provide a response to any comments received regarding the Public Participation and Involvement Plan within three business days, if possible, given the nature of the comment. The public comment and City response will be documented in the SWPPP binder or database of the latest or most applicable program plan or annual report.

#### **VII. Implementation Timeline**

##### **a. Annually**

- i. Each calendar year, the City must provide a minimum of one (1) opportunity for the public to provide input on the adequacy of the SWPPP. The City may conduct a public meeting(s) to satisfy this requirement, provided appropriate local public notice requirements are followed and the public is given the opportunity to review and comment on the SWPPP.

- ii. Each calendar year, the City must provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.).